

JOB TITLE: Director

DEPARTMENT: Recreation

JOB SUMMARY: This position is responsible for the overall administration of the programs, operations, and facilities of the department.

MAJOR DUTIES:

- Plans, develops, and directs the operation of recreation programs, activities, and facilities; supervises the work of office, athletic, and maintenance staff.
- Plans, supervises, and performs the construction, maintenance, repair, and purchase of departmental facilities and equipment.
- Secures bids for sports equipment, uniforms, photographs, and other goods and services needed by the department.
- Prepares and administers the annual department budget; monitors expenditures under the current budget.
- Schedules, coordinates, and supervises youth sports activities and programs.
- Provides information to the public about department programs; makes presentations to groups and speaks with reporters and supervises the preparation of news releases and bulletins.
- Plans, develops, directs and implements fund raising activities
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of public recreation administration.
- Knowledge of theories and techniques of delivery of recreation services to a variety of populations.
- Knowledge of the rules and regulations of various sports associations.
- Knowledge of recreation facility maintenance.
- Knowledge of all relevant laws, county codes, policies and procedures, and departmental and safety guidelines.
- Knowledge of bookkeeping and budgetary processes and procedures.
- Skill in management and supervision, planning and organizing, public relations and public speaking.
- Skill in operating such grounds maintenance equipment as a tractor, riding mower, push mower, and weed eater.
- Skill in operating such office equipment as a computer and typewriter.
- Skill in verbal and written communication.

SUPERVISORY CONTROLS: The County Administrator assigns work in terms of departmental goals and objectives. The employee works independently to organize staff and programs so that goals are met. Work is reviewed through reports and observation of departmental activities.

GUIDELINES: Guidelines include relevant federal and state laws, county policies and procedures,

Georgia Recreation and Parks Association guidelines, American Sports Association guidelines, Little League rule books, and departmental and safety guidelines. These guidelines require judgment, selection and interpretation in application. This position develops departmental guidelines.

COMPLEXITY: This position consists of a variety of administrative, public relations, and planning duties.

SCOPE AND EFFECT: The purpose of this position is to manage the provision of recreation services to community residents. Successful performance helps ensure the effective delivery of recreation services, thereby improving the quality of life for citizens and enhancing the image of the county.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, representatives of professional and community organizations, volunteers, the media, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, provide services and information, resolve problems, and motivate others.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office and at outdoor facilities, where the employee may be exposed to machinery with moving parts, irritating chemicals, and inclement weather. The use of protective devices may be required.

MINIMUM QUALIFICATIONS:

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Salaried Position: Compensation DOQ.

Please fill out application and submit resume at 17234 Roosevelt Hwy, Bldg. B, Greenville, GA 30222

Job Closes: August 18, 2014